



REQUEST FOR EMPLOYEE RELOCATION
OCONUS to OCONUS - Civilian

Center, Institute, or Office (CIO):				Travel Order Number:			
Division:				CIO Travel Resource Contact (TRC):			
Employee's Name:				Social Security Number:			
Job Title:				Office Park:			
Type: (check one)	<input type="checkbox"/> New hire employee			<input type="checkbox"/> Transfer from another federal agency			
	<input type="checkbox"/> Long-term training			<input type="checkbox"/> Current federal employee (transferring within CDC)			
	<input type="checkbox"/> Detailee (international organization)						
Relocating From:							
Relocating To:							
Effective Date:							
Immediate Supervisor at New Location:							
Current Home Address:							
	City			State		Zip	
Mailing Address:							
	City			State		Zip	
Home Phone Number:				Work Phone Number:			
Mobile Number:				Fax Number:			
Email Address:							
Funding Information:	<i>Appropriation:</i>			<i>FY of Appropriation:</i>			
	CAN:			Service Fee CAN			
	<i>Interagency Agreement Number: 2051IA06-24</i>						
For Approving Officials:	<input type="checkbox"/> Temporary Quarters Subsistence Expense (TQSE)						
	<input type="checkbox"/> Shipment of POV, mobile home, or boat						
	<input type="checkbox"/> Consumables Shipment						
	<input type="checkbox"/> Temporary Quarters Subsistence Allowance (TQSA) <i>obligate TQSA on SF 1190 if not a detailee, <input type="checkbox"/> Advance advance must be obligated on the PCS travel order</i>						
Division Approval:	<i>Signature of Division Approving Official</i>						
	Name:			Title:			
CIO Approval:	<i>Signature of CIO Approving Official</i>						
	Name:			Title:			

Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov
Fax Number: (304)480-8480

Subject line of faxed or e-mailed documents should be "CDC PCS - 'CIO'"

Last Revised 07/2005